

MAIL SAFETY

WHAT YOU NEED TO
KNOW...

TO PROTECT YOU!!!

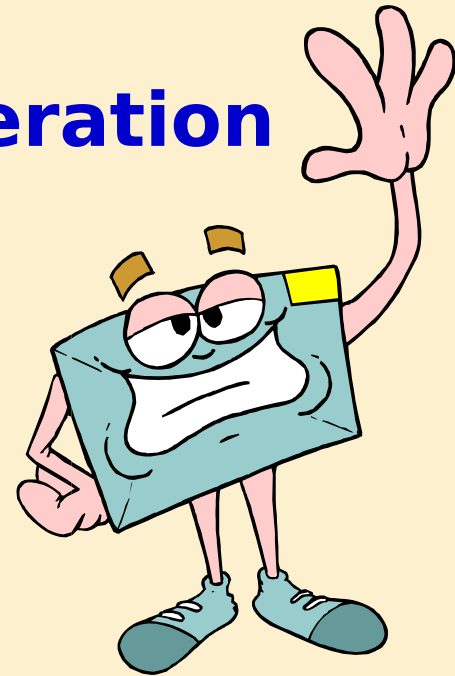




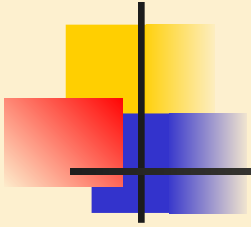
MAIL SAFETY

**Can the mail hurt me or my
shipmates?**

**Can the mail disrupt the operation
of my command?**



**THE ANSWER TO BOTH OF THESE
QUESTIONS IS...**



YES

YES

YES!

YES

YES

WHAT CAN I DO TO PROTECT MYSELF, MY SHIPMATES, AND MY COMMAND?

- A. Be able to recognize mail that may pose a danger.**
- B. Know the precise procedures to follow if you find a piece of questionable mail.**
- C. Exercise prudent security of the mail at all times.**



RECOGNIZING SUSPICIOUS MAIL

**Here are common things to look
for...**

1. No return address

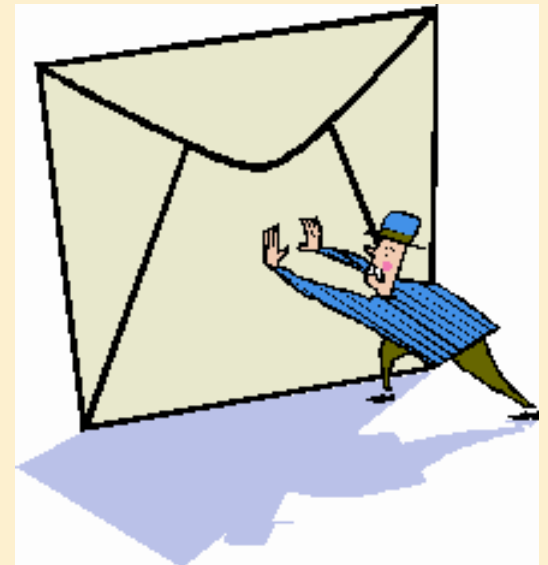
2. Endorsements such as:

Personal

Confidential

Rush

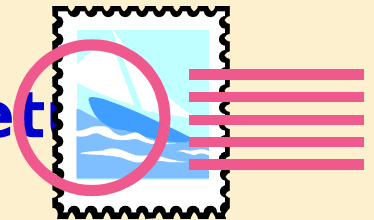
Deliver immediately





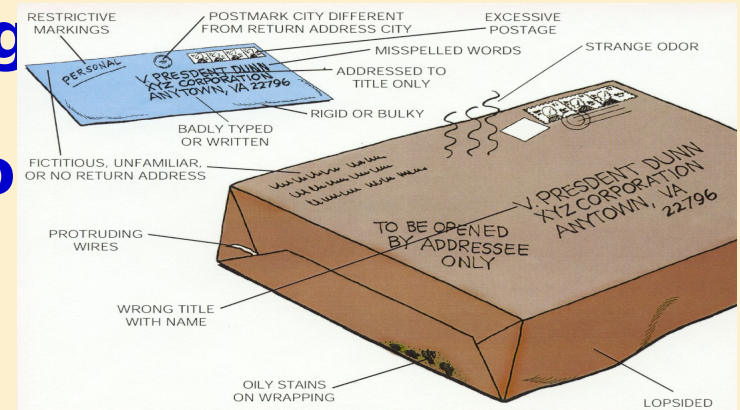
RECOGNIZING SUSPICIOUS MAIL

- 3. Excessive postage**
- 4. Handwritten, block-printed, poorly typed addresses**
- 5. Unexpected mail from foreign countries**
- 6. Command names and addresses that do not match**
- 7. Postmarks that do not match return address**



RECOGNIZING SUSPICIOUS MAIL

- Excessive tape or sealing material
- Lopsided or oddly shaped envelope
- Oily stains on package
- Mail has strange odor
- Protruding wires
- Powder or residue on envelope





RECOGNIZING SUSPICIOUS MAIL

- The word “ANTHRAX” or “BOMB”

THIS ONE IS NOT VERY PROBABLE

**Here is an example of what
suspicious mail could look like...**



SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:

Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:

Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:

Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit



WHAT COULD BE IN THE MAIL?

A. Chemical or biological agents

B. Explosive devices





CHEMICAL/BIOLOGICAL AGENTS

A variety of either chemical or biological agents could be sent through the mail.

The biological agent most known is

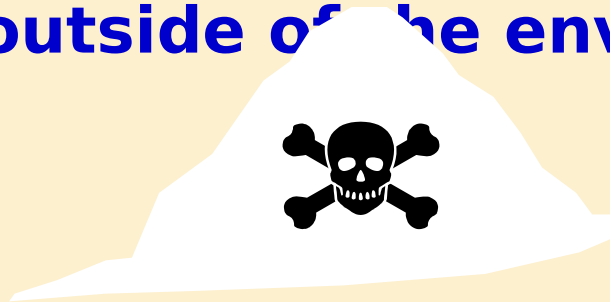
“ANTHRAX”



ANTHRAX

ANTHRAX would normally appear as a white powder when transmitted via the mail.

ANTHRAX powder would normally be inside the mail piece, but residue could be on the outside of the envelope.





ANTHRAX

**ANTHRAX IN POWDER FORM CAN
BE SPREAD VERY RAPIDLY. IT CAN
BE DISTRIBUTED THROUGH THE
BUILDINGS' CENTRAL HEATING
AND AIR CONDITIONING SYSTEMS.**





EXPLOSIVE DEVICES

Many varieties of explosive devices can be sent via mail, from letters to large packages may contain bombs.

The likelihood of you ever receiving a bomb in the mail is remote. Unfortunately, however, a small number of explosive devices have been mailed over the years resulting in death, injury and destruction of property.

NOTE: MOST MAIL BOMB DO NOT TICK.





WHAT DO I DO?

If you feel that you have received a piece of mail that is suspicious, here are some steps to follow:



STAY CALM

IF THE MAIL HAS NOT BEEN OPENED...

- Isolate the mail piece if possible, but do not handle.
 - If you have detected a substance on the mail, or if it appears something has spilled from the mail, do not handle the mail further.
3. Notify others in the immediate area and stay away from the mail piece.
 4. Notify your supervisor or manager.





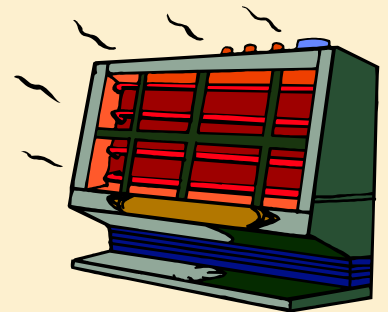
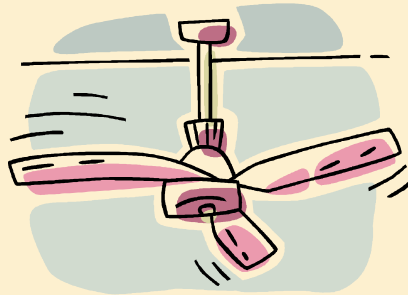
IF THE MAIL HAS NOT BEEN OPENED...

- **Evacuate the room/area - Do not allow personnel to leave the facility.**
- **Report incident to Base Security/Fire Department.**
- **Be prepared to provide a list of personnel involved.**



OTHER THINGS YOU MAY DO...

- **Wash hands with soap and water.**
- **Turn off fans and portable heaters.**
- **Turn off room or building ventilation system.**
- **Do not remove anything from the room.**



IF YOU ARE OPENING OR HAVE AN OPEN PIECE OF MAIL...

**If you detect a powder, some substance,
a wire, or something metallic:**

- 1. Put the mail piece down gently.**
- 2. Notify everyone in the room, and
leave slowly.**
- 3. Notify your supervisor.**
- 4. Call Base Security/Fire Department
immediately.**



WHAT IS BEING DONE BY USPS?



- **Minimal visual inspection only. Mail is not being x-rayed.**
- **First class mail for government agencies in Washington, D.C. is being irradiated. It is not being done in any other area.**
- **Future Plans -- Many processes are being examined:**

NONE APPROVED

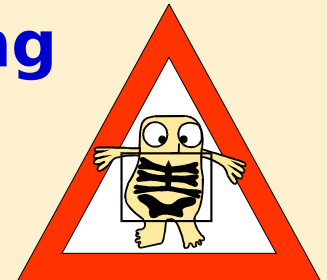
WHAT IS BEING DONE BY RNMC?

- **Constant visual inspection of all mail prior to delivery.**
- **All suspicious mail is examined closely before it is delivered or disposed of.**
- **X-Ray—RNMC is proposing installation of x-ray equipment to sample incoming mail under normal conditions and to SCAN ALL mail during heightened threat conditions.**



WHAT IS BEING DONE BY RNMC?

- **Portable metal detecting equipment is being looked at to be able to detect any metallic objects such as wires, knives, guns, etc. that may be hidden within the mail.**
- **Explosive residue detectors are available and RNMC is considering acquisition of this equipment.**





CAN ANTHRAX OR OTHER AGENTS BE DETECTED PRIOR TO DELIVERY?

**THE ANSWER IS BOTH YES AND
NO**

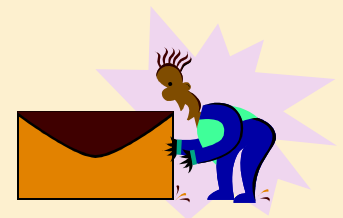
The Office of Science and Technology Policy just notified all government agencies to halt the purchase of any equipment offered for the detection of Anthrax. Their testing of all new devices proved to be only:

2% ACCURATE

The Navy at this time IS NOT pursuing new avenues aimed at detection of chemical/biological agents, either in or on the

WHAT CAN BE DONE?

- **Take every reasonable measure to assure the safety of employees and customers and keep the mail secure and under control.**
- **Advise employees to maintain prudent, safe working methods. Respirators and gloves should be available to all employees who request them.**
- **The best defense is having educated employees and knowledgeable citizens, mobilizing their common sense.**
- **Restrict incoming personal mail to those members authorized to receive mail.**



WHAT CAN BE DONE?

- **Return unsolicited advertising, bulk rate, catalogs and other non-first class mail to sender requesting removal from mailing list.**
- **Require outgoing personal mail be deposited at U.S. Post Office by the originator.**
- **Do not accept mail from unknown persons.**
- **Keep to a minimum the number of people handling incoming mail until processed or delivered.**



OSHA AND CDC RECOMMENDED PROTECTIVE EQUIPMENT

Respirators:

3M N95 Particulate Respirator

Grainger Stock Number - 4HCC

Life expectancy: One full day



***Any use of this respirator requires coordination with installation safety office and enrollment in the Respirator Management Program**

OSHA AND CDC RECOMMENDED PROTECTIVE EQUIPMENT

Protective Gloves:

**Conney Nitrile Gloves:
Disposable/4mm/9.5"**

Grainger Stock Number - 3AH09

Life expectancy: One time use only





NAVY MAIL CENTER/USPS REPORTING NUMBERS

RNMC: 444-7437 or 444-7203 or 445-2975

**David Wiggs, Ext. 13
1406**

Cell: 544-

**Tony Eyzaguirre, Ext. 11
1402**

Cell: 544-

**PCCS (SW) Wooden, Ext. 12 Cell: 544-
1404**

Marvin Peralta, Ext. 16

PC1 James Hughes, Ext. 20





INSTALLATION EMERGENCY REPORTING NUMBERS

Norfolk Naval Base: 444-3333

NAS Oceana: 433-3727

Dam Neck: 492-6911

NSGA Northwest: 421-8181

NNSY Portsmouth: 396-3333

Cheatham Annex: 887-7222

NWS Yorktown: 887-4676





VISIT THESE WEBSITES FOR MORE INFORMATION

www.usps.com

www.gsa.gov

www.osha.gov

www.navsup.navy.mil

www.cdc.gov

www.usps.com/postalinspectors

www.nor.fisc.navy.mil

www.anthrax.osd.mil

www.usamriid.army.mil

